

Full Service Animal Shelter – Charles County, Maryland
C. Edward Tucker, Chief of Animal Control Services for Charles County, Maryland
P. O. Box 2150, La Plata, Maryland 20646
301-609-3425 (office)
301-609-0410 (fax)
tuckere@charlescountymd.gov
Kim Stephens, Animal Shelter Supervisor
301-274-0885 (office)
301-274-0539 (fax)
stephenk@charlescountymd.gov

SPECIFICATIONS AND GENERAL REQUIREMENTS

A. SCOPE OF WORK

This study is to investigate the feasibility of establishing a full service animal shelter facility. This study must address the following areas of interest:

1. Service area
 - a. Charles County only
 - b. St. Mary's County only
 - c. Both Charles and St. Mary's Counties (Bi-County)
2. Facility Alternatives
 - a. Renovation/Expansion of current facility (as bi-county or single county operation)
 1. Size
 2. Cost
 - a. Include Calvert County portion buy out
 - b. New (Bi-County) construction convenient to Charles and St. Mary's Counties
 1. Size
 2. Cost
 - c. Renovation of other existing facility convenient to Charles and St. Mary's Counties for a bi-county operation
 - d. Two separate locations (one in central Charles and one in central St. Mary's)
 1. Location
 - a. New construction or
 - b. Renovate an existing building/facility
 2. Size
 3. Cost
3. Staffing requirements
 - a. Full service shelter
 - b. To include humane law enforcement division(s) or not
4. Operation & management plan/agreement for bi-county facility, and
5. Other tasks that may be identified by consultant's work or otherwise.

It is anticipated that major decisions will have to be made during the study that will impact the subsequent phases of the work. However, the study and report as it

proceeds will need to include the elements below and any additional tasks identified during the study.

B. PURPOSE

To determine the type of full service animal shelter operation that will best serve the residents and animals of Charles and St. Mary's Counties. This study should include and identify all potential sources of locations, funds, lease, construction, operations, and management options. All options should be compared for cost effectiveness and maximized benefits to the public and animals for the Counties.

C. BACKGROUND

Currently, animal shelter operations are a tri-county service operated and managed by Charles County. The current counties served and fiscal shares are; Charles County/37.5%, St. Mary's County/37.5% and Calvert County/25%. Calvert County has recently announced that it will be constructing a new Calvert County only animal shelter and will be withdrawing from the Tri-county operations. They are anticipating making this move sometime in 2018.

Calvert County's imminent withdrawal from the tri-county operation leaves the remaining two counties (Charles & St. Mary's) with various operational decisions to make. To include a decision to continue to work together as a bi-county unit or for each county to operate a separate animal shelter facility, and a decision to remodel the current or another existing facility or to build a new facility, together or separately.

Each year, the current facility takes in approximately 5,000 animals from Charles County and 2,200 from St. Mary's County. The human population served is approximately 155,000 residents in Charles County and 111,000 residents in St. Mary's County. The physical location of the shelter should be located to best serve those (human) populations. When the existing Tri-County operation was begun in the early 1960's, the human population total for these same two counties was approximately 71,500 people. That is significantly less than in either of the two counties present day.

D. FACILITY

A full service animal shelter facility will provide needed services to residents of the county or counties served. The suggested nature of such a facility, services and staffing are described below. However, the study may identify additional needs and provide more efficient operations.

1. Public Lobby
 - a. Waiting area
 - b. Service counters
 1. Phones – customer service
 2. Adoptions
 3. Intakes
 4. reclaims

- c. Retail space
- 2. Vet Clinic – part time/contracted/leased
 - a. Admin offices
 - 1. Veterinarian
 - 2. Appointments/support/billing/files
 - b. Waiting room
 - c. Exam room
 - d. Radiology equipment area(s)
 - e. Lab
 - 1. Diagnostic equipment
 - 2. Equipment cleaning/sanitation/sterilization (autoclave)
 - f. Surgical prep room
 - g. Surgical room
 - h. Pre-op area (various sized kennel runs & cages)
 - i. Post-op area (various sized kennel runs & cages)
- 3. Animal offloading area (enclosed/drive through)
 - a. Two vehicle bay
 - b. Vehicle wash area
 - c. After hours drop off kennels/cages for ACO on call back
 - d. Storage
- 4. Fenced around animal holding and offloading areas to contain escapees
- 5. Public access afterhours drop off location
 - a. Dog kennels
 - b. Cat cages
- 6. Animal Processing areas
 - a. Records area with computer
 - 1. data input, cage cards, euthanasia records etc
 - b. Room with Holding cages/kennels
 - c. Exam/Intake room
 - d. Temperament testing room
 - e. Grooming room
 - f. Euthanasia room (Low Kill concept)
 - g. Walk in freezer (large)
 - h. Walk in refrigerator (small)
 - i. Crematory
- 7. Cat Holding
 - a. Cat supplies storage
 - b. Quarantine
 - c. Sick isolation
 - d. Stray
 - 1. Companion

- 2. Fractious/Feral
 - e. Adoptable
 - 1. Social free roaming rooms
 - a. To include kitten room
 - 2. Nonsocial caged room
 - 3. Adoption counseling rooms (2)
 - a. Dutch doors or safety glass storm door type
 - b. Counsel on type and needs of animal
 - c. Spend time with animal, meet the family
 - f. Laundry room designated for cat areas
 - 1. Clothes washer & dryer
 - 2. Wash sink for other items
8. Public restrooms
- a. Male
 - b. Female
9. Dog Holding (Indoor kenneling)
- a. Dog supplies storage
 - b. Quarantine and nonsocial or fractious strays
 - c. Sick isolation
 - d. Social Strays
 - 1. small/medium dogs
 - 2. large dogs
 - e. Adoptable
 - 1. small/medium
 - 2. large dogs)
 - 3. Adoption counseling rooms (2)
 - a. Dutch doors or safety glass storm door type
 - b. Counsel on type and needs of animal
 - c. Spend time with animal, meet the family
 - f. Laundry room designated for dog areas
 - 1. Clothes washer & dryer
 - 2. Wash sink for other items
10. Critter holding
- a. storage
 - b. Mammals
 - c. Birds
 - d. Reptile/amphibian/fish
11. Livestock barn and paddocks
- a. Electric
 - b. Water
12. Equipment barn
- a. Trailers
 - b. Corrals

- c. Trap & other equipment storage
- 13. Outdoor walking park (enclosed with escape proof fencing)
 - a. Trails
 - b. Play areas
 - c. Gazebo
 - d. Pond
- 14. Multi-purpose training/meeting room
- 15. Intercom/paging system throughout (inside & outside)
- 16. Mechanical room
- 17. Properly zoned HVAC systems to include kennel areas
 - a. Compare geo-thermal as an alternative to standard HVAC types
- 18. Generator
 - a. Propane fueled
 - b. Full facility capable
- 19. Commercial grade ice machine
- 20. Cleaning/wash/storage room
 - a. Animal food/water bowl cleaning and storage
 - 1. Commercial dishwasher (cleans/sanitizes)
 - b. Kennel/cage cleaning supplies storage and wash area
- 21. Food and general supplies storage rooms
- 22. Crate/cage storage area
- 23. Kitchen/Break/lunch room
- 24. Employee restrooms
 - a. Male/female
 - b. Showers
 - c. lockers
- 25. Administrative Office Areas
 - a. Chief
 - 1. Office Associate III
 - b. Shelter supervisor(s)
 - 1. Office Associate II
 - c. Shelter support staff positions
 - 1. Volunteer coordinator
 - 2. Placement programs
 - a. Adoptions

- b. Rescue coordinator
 - 3. Enrichment programs
 - 4. Etc.
 - d. Animal control division
 - 1. Chief
 - 2. Animal control officers
 - 3. Admin support / licensing programs
 - e. Records retention, filing, copy room
 - f. IT/Server room
26. Parking areas
- a. Public
 - b. Staff
 - c. Secure (fenced) are for spare vehicles
27. Video surveillance throughout inside and outside of facility

E. ADMINISTRATION and GOVERNANCE

1. Facility Operation Philosophy and Policies

Two general approaches are under consideration. One is to operate the facility as a joint venture between Charles and St. Mary's counties. In either option, this facility should strive to operate as "Low Kill" and promote community based programs such as adoptions and rescues. This study should explore the various methods of operation. It is anticipated that that it would be more desirable for operating policies, procedures and day to day decisions to be made by the facility's management team with input from an advisory council. This advisory council would (as it is now) be made up of members of the community [to include animal specific functions such as veterinarian and member of local humane organization(s)].

2. Administration and Governance

If both Charles and St. Mary's counties decide to (remodel/construct) operate separate and alone animal shelters, they will each administrate and govern that facility.

This study shall explore and present the joint use, funding and staffed facility, which may present a number of challenges as it relates to determining the governing partner in the operation. The governing body for the process of decision making, expenditures, administration, procurement, ownership, contract administration, personnel rules, and all other requirements that may be identified in the study need be determined in the partnership. It would be necessary for Charles and St. Mary's counties to develop an agreement which delineates all aspects of governance of the facility's operations to include suggested cost share percentages

3. Funding and Costs

This study should include a cost benefit analysis of all possible sources and uses of

funds, and all options for lease, construction, operation and management of the different types of facility (renovated current, renovated commercial or new construction) being considered. The feasibility study should identify and compare the costs and benefits of the various options..

4. Other Issues

The new facility could be a renovation of the existing facility, the renovation of commercial space elsewhere or new construction.

If the location is to be changed, the study should consider a new location best accessed by its user population. Options for the location of a joint Charles and St. Mary's county shelter and locations for separate shelters in Charles and in St. Mary's counties should be identified.